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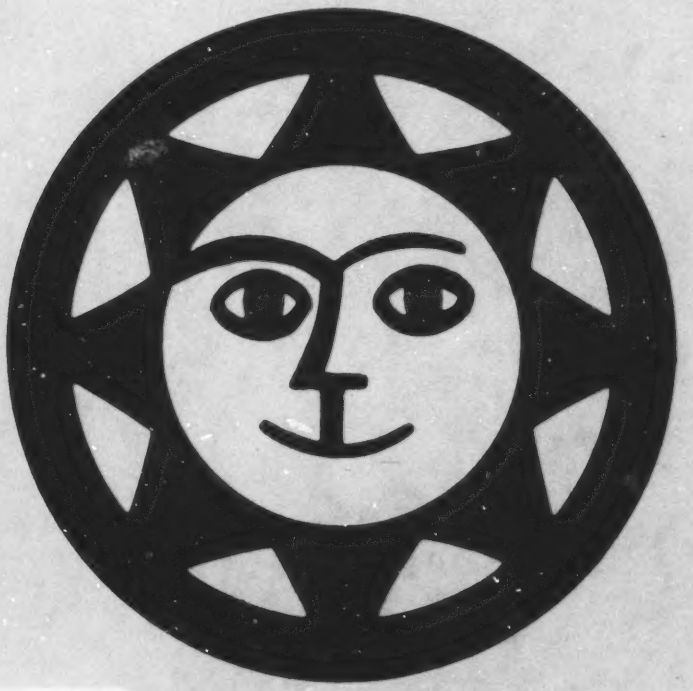
COMMUNITY LIVING SKILLS GUIDE

Reading I



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THE COLLEGE FOR LIVING
Metropolitan State College
80204

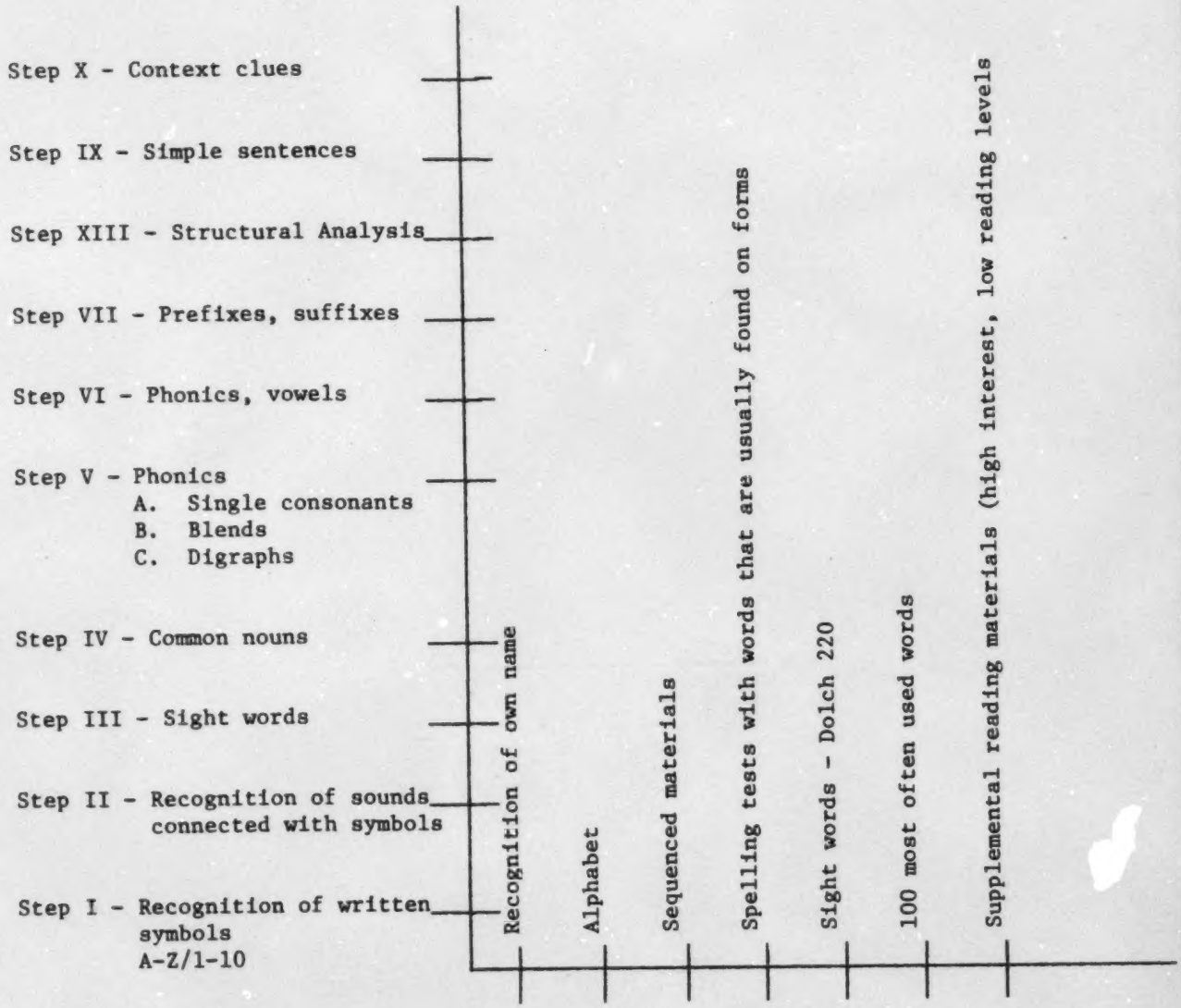
READING I

By

Alice Roelofs Kreps

Special Acknowledgement to
Dr. J. Douglas Cawley, MSC
Reading Department for his
guidance and instruction.

READING I: WORD RECOGNITION


Step X - Context clues
Step IX - Simple sentences
Step XIII - Structural Analysis
Step VII - Prefixes, suffixes
Step VI - Phonics, vowels
Step V - Phonics
A. Single consonants
B. Blends
C. Digraphs
Step IV - Common nouns
Step III - Sight words
Step II - Recognition of sounds connected with symbols
Step I - Recognition of written symbols
A-Z/1-10
Recognition of own name
Alphabet
Sequenced materials
Spelling tests with words that are usually found on forms
Sight words - Dolch 220
100 most often used words
Supplemental reading materials (high interest, low reading levels

Goals: To gain a basic sight vocabulary.

To develop basic reading skills.

READING I
PRE-POST TEST

Print your name._____

Write your name. _____

Sound out these letters:

b	t	d	k	s	m	n	p
f	v	w	z	h	h	l	r

Circle the letter that is the same as the one in the lefthand column.

a	b	e	a	c	o
x	M	d	C	X	x
y	o	z	u	i	y
D	D	B	d	p	P
m	n	m	h	f	l
l	l	I	L	i	j

What are the beginning sounds in the following words?

bed see can fire zoo

What are the ending sounds in the following words?

cup date girl man lunch

Copy each of the following letters as best you can:

a _____	*b* _____	*c* _____
D _____	*e* _____	*F* _____
g _____	*h* _____	*i* _____
J _____	*k* _____	*L* _____
M _____	*n* _____	*O* _____
P _____	*q* _____	R _____

S ____ t ____ U ____

V ____ W ____ x ____

Y ____ z ____ ____

Read these words:

men	women
see	you
play	come
me	not
at	with
run	jump
go	help
and	is
lock	work
can	are
here	this
stop	danger
exit	entrance
in	out

STEP I - Recognition of Written Symbols
A-Z/1-10

Objectives: Student will be able to move eyes in left to right sequence.
Student will recognize symbols of English alphabet.
Student will discriminate between letters. When given a series of letters, student will pick symbol that is identical.

Activities:

A.

A	B	C	D	E	F
G	H	I	J	K	L
M	N	O	P	Q	R
S	T	U	V	W	X
Y	Z	a	b	c	d
e	f	g	h	i	j
k	l	m	n	o	p
q	r	s	t	u	v
w	x	y	z		
1	2	3	4	5	6
7	8	9	10		

1) Repeat alphabet and numbers.

2) Point to the letters when asked to.

B. Print Alphabet in upper and lower cases.

C. Use flash cards of upper and lower cases to connect both elements.

D. Copy alphabet in cursive.

E. Print your name, address and phone number.

F. Write your name, address and phone number.

Circle the letter that is the same as the one in the left-hand column.

A	B	C	A	E
B	B	D	L	M
C	Z	S	C	T
D	P	V	D	B
E	F	E	T	X
F	R	Q	K	F
G	Q	G	O	N
H	H	I	F	T
I	M	E	I	O
J	L	F	G	J
K	R	K	F	D
L	I	T	L	K
M	N	M	F	K
N	Z	M	N	T

O	Q	D	O	B
P	B	R	D	P
Q	Q	D	O	B
R	K	R	S	B
S	C	S	V	U
T	F	T	E	U
U	W	U	N	V
V	W	V	Y	M
W	V	W	M	N
X	V	K	X	Z
Y	Z	Y	V	M
Z	Z	N	M	T

Teacher note: Develop similar activities for lower case letters, cursive, and for numbers.

STEP II - Recognition of Sounds Connected with Symbols

Objective: Student will associate sound of letters with symbols of letters.

Activities:

A. Drill on alphabet sounds (do this phonically)

B. Work on consonant sounds:
b, c, d, f, g, h, j, k, l, m, n, p, q, u, r, s, t, v, w, x, y, z

C. Vowel sounds: practice in initial and middle positions.

D. Give initial sound and have student supply a variety of words that use that initial sound.

E. Final sounds done the same way as initial sounds.

F. Describe the following words with a descriptor* of the same beginning or ending sound.

1. box
2. tree
3. house
4. food
5. socks
6. dog
7. student
8. car
9. road
10. man

*Introduce the idea of ways to describe nouns that make a more lucid picture of the noun.

STEP III - Sight Words

Objective: Student will recognize 50 sight words.

Activities:

A. Develop sight word vocabulary.
   1) Use ten words at a time of Dolch's Basic Vocabulary List.
   2) Let the student work on whatever level he/she finds most comfortable.

B. Use words that make up 50 to 75 per cent of school reading material.

C. Use list of 100 most often used words - in order of frequency.

D. Make small lists.
   Ensure success.

E. Read the following sentences (Use as fun and test to see if you know your basic vocabulary).

PP

1. I can help.
2. My big blue and yellow car is not red.
3. We see you too.
4. Look up and down.
5. Where is it?

Primer

1. He must go there.
2. She is pretty.
3. We are all here now.
4. They ate well.
5. You must like me.

1.

1. He is goint to fly there.
2. Thank them for the new pot.
3. Ask him to take a walk.

2

1. Always call first.
2. I can read and write.
3. Would you go to sleep?
4. I wish I could run fast.
5. But I cannot.

3

1. He never laughs.
2. I work well because I try hard.
3. Start today.
4. I can read it myself.
5. It is better to be kind to those with whom you live.

DOLCH BASIC VOCABULARY LIST BY READING LEVELS

Preprimer	Primer	1	2	3
1. a	1. all	1. after	1. always	1. about
2. and	2. am	2. again	2. around	2. better
3. away	3. are	3. an	3. because	3. bring
4. big	4. at	4. any	4. been	4. carry
5. blue	5. ate	5. as	5. before	5. clean
6. can	6. be	6. ask	6. best	6. cut
7. come	7. black	7. by	7. both	7. done
8. down	8. brown	8. could	8. buy	8. draw
9. find	9. but	9. every	9. call	9. drink
10. for	10. came	10. fly	10. cold	10. eight
11. funny	11. did	11. from	11. does	11. fall
12. go	12. do	12. give	12. don't	12. far
13. help	13. eat	13. going	13. fast	13. full
14. here	14. four	14. had	14. first	14. got
15. I	15. get	15. has	15. five	15. grow
16. in	16. good	16. her	16. found	16. hold
17. is	17. have	17. him	17. gave	17. hot
18. it	18. he	18. his	18. goes	18. hurt
19. jump	19. into	19. how	19. green	19. if
20. little	20. like	20. just	20. its	20. keep
21. look	21. must	21. know	21. made	21. kind
22. make	22. new	22. let	22. many	22. laugh
23. me	23. no	23. live	23. off	23. light
24. my	24. now	24. may	24. or	24. long
25. not	25. on	25. of	25. pull	25. much

Preprimer	Primer	1	2	3
26. one	26. our	26. old	26. read	26. myself
27. play	27. out	27. once	27. right	27. never
28. red	28. please	28. open	28. send	28. only
29. run	29. pretty	29. over	29. sit	29. own
30. said	30. ran	30. pot	30. sleep	30. pick
31. see	31. ride	31. round	31. tell	31. seven
32. the	32. saw	32. some	32. their	32. shall
33. three	33. say	33. stop	33. these	33. show
34. too	34. she	34. take	34. those	34. six
35. two	35. so	35. thank	35. upon	35. small
36. up	36. soon	36. them	36. us	36. start
37. we	37. that	37. then	37. use	37. ten
38. where	38. there	38. think	38. very	38. today
39. yellow	39. they	39. walk	39. wash	39. together
40. you	40. this	40. were	40. which	40. try
	41. too	41. when	41. why	41. warm
	42. under		42. wish	
	43. want		43. work	
	44. was		44. would	
	45. well		45. write	
	46. went		46. your	
	47. what			
	48. white			
	49. who			
	50. will			
	51. with			
	52. yes			

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THESE WORDS MAKE UP 50 TO 75 PER CENT OF SCHOOL READING MATERIAL

read	could	open	clean
please	all	saw	away
out	write	must	long
one	want	up	how
of	then	there	get
give	soon	show	play
got	pick	brown	or
have	gave	fly	going
him	hot	red	in
hurt	live	an	find
would	ate	light	before
is	carry	why	cut
after	a	draw	always
you	yellow	do	wish
said	warm	cold	us
only	these	call	myself
big	sing	bring	see
does	say	better	our
and	my	be	good
walk	upon	as	into
no	will	from	first
she	any	five	best
own	done	some	did
grow	black	they	am
its	for	was	with
make	know	yes	use

been	help	about	never	run
go	funny	are	them	off
because	buy	work	seven	hold
eight	who	me	old	take
what	two	ride	went	wash
white	we	three	very	their
fall	so	under	down	ten
ran	today	both	shall	now
think	four	over	here	new
just	ask	let	much	has
come	round	when	once	again
by	look	around	your	every
them	may	this	tell	six
try	sleep	were	pretty	which
pull	to	full	the	goes
sit	came	don't	if	keep
far	blue	little	green	thank
found	at	but	together	jump
can	laugh	apart	had	fast
he	made	on	stop	eat
like	right	well	her	kind
many	those	it	too	small
I	where	put	his	that
not				

READING LABORATORY
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THE 100 MOST OFTEN USED WORDS -- IN ORDER OF FREQUENCY

from a study by Wepman for the National
Institute of Mental Health

1.	is	26.	his	51.	all	76.	whether
2.	the	27.	they	52.	as	77.	does
3.	and	28.	think	53.	picture	78.	thing
4.	a	29.	know	54.	here	79.	tell
5.	to	30.	but	55.	could	80.	much
6.	I	31.	have	56.	at	81.	make
7.	that	32.	just	57.	was	82.	way
8.	if	33.	very	58.	up	83.	now
9.	he	34.	would	59.	from	84.	go
10.	of	35.	so	60.	might	85.	want
11.	she	36.	are	61.	if	86.	who
12.	not	37.	you	62.	me	87.	other
13.	be	38.	will	63.	say	88.	over
14.	in	39.	something	64.	get	89.	kind
15.	this	40.	him	65.	oh	90.	so
16.	look	41.	can	66.	cry	91.	got
17.	or	42.	seem	67.	woman	92.	hand
18.	like	43.	out	68.	an	93.	girl
19.	do	44.	with	69.	young	94.	face
20.	her	45.	about	70.	probably	95.	because
21.	there	46.	man	71.	been	96.	down
22.	what	47.	see	72.	came	97.	by
23.	on	48.	one	73.	maybe	98.	am
24.	well	49.	for	74.	had	99.	we
25.	has	50.	some	75.	mother	100.	too

STEP IV - Common Nouns

Objective: Student will read and pronounce common nouns by listing verbally nouns that are of interest to him/herself and then reading that list.

Activities:

A. Describe your jobs, your free time activities, your interests; from this develop word lists that are important to you.

B. Make lists of nouns common to your geographic area.

C. Place appropriate nouns under each heading.

Vegetables	Animals	Transportation	Jobs	Plants

D. Make lists of nouns under general interest areas.

Common Nouns Service Work	Common Nouns City
Janitor	street
mop	traffic light
pail	bus
cleanser	entrance
uniform	building
sink	park
floor	police
toilet	ambulance
broom	school
rest room	apartment

Step V - Phonics

Objective: Student will pronounce consonants by using phonic sounds connected with letters 70% of the time.

Activities:

A. Single consonants
   1) Identify initial consonants by reading the following words

boy	nut
cat	pan
dog	quick
fun	rat
go	sat
hat	top
jam	van
kite	way
lamp	yes
man	zebra

   2) Make a similar chart with final consonant sounds.

B. Blends: Practice the following sounds then develop words to go with sounds. Make a chart.

   bl, br, ch, cl, cr, dr, dw, fl, fr, gh, gl, gn, gr, gy, kn, ph, pl, pr, sc, scn, scr, sh, shr, sk, sl, sm, sn, spl, squ, st, sw, th, thr, tr, tw, wr, spr, str, sp

   Homework: Copy blends and bring a list of words that begin with selected blends of consonants.

C. Use grocery list page 2 of Additional Activities. 1) Find sounds that begin with l, p, b, ch, "k".

D. Identify some initial, middle and final sounds in the following paragraph:

   Today I will begin to live my life one day at a time. I will take each problem and face it. I will be happy with small things.

STEP VI - Vowels

Objective: Student will connect vowel sounds with written symbol with 50-75% accuracy.

Activities:

A. What are the vowel sounds of a, e, i, o, u ? Discuss long, short and schwa sounds.

B. List or draw objects/nouns that begin with a vowel.

C. Circle and pronounce the vowel sounds in the following words:

1)	2)
bat	syrup
lip	bananas
tub	dollar
fish	tuna
can	coffee
got	tea
cost	gay
egg	total
fed	soap
mod	price
from	purchase
	dime

D. Use grocery list in Additional Activities and identify by vowel sounds.

STEP VII - Prefixes, Suffixes

Objective: Student will recognize root words by circling root word in 10 words. Student will develop a new tool for expansion of vocabulary and understanding of language by connecting meanings with prefixes and suffixes and by trying to find smaller words in compound words.

Part I. Prefixes

A. Discuss meaning of prefix and root word.

re	insecure
in	discover
pre	unicycle
hyper	misunderstand
mono	repeat
semi	prevent
super	semi-sweet
mis	monotonous
	hyperactive

Assignment:
1) Match prefix in left hand column with word in right hand column.
2) Make simple sentences using new words learned.
3) Have teacher and student write a story using new words.
4) Write a group story. Then look at story and add words to make it more interesting.

B. Circle the prefixes in the following words. Underline the root word.

mistake	abnormal
unusual	multi-purpose
tricycle	incapable
nonsense	

C. Make up words using these prefixes.

un	non
re	pre
in	in
	ab

Part II. Suffixes

A. Discuss meaning of root word and suffix.

B. Here is a list of suffixes. Draw a line from the suffix to the word containing the suffix. Discuss meanings of new words.

ing	terrify
ly	friendship
fy	government
hood	freedom
ship	joyful
ism	happiness
ment	slowly
able	feminist
ful	fishing
ness	capable
ist	nationalism
dom	motherhood

C. Circle the suffixes in the following words. Underline the root word.

relationship artist helpful

national lovable fearless

assistance treatment

D. Think of words using these suffixes:

ing

less

ship

able

ment

ful

est

ness

E. Root Words

Circle the root word.

miner	joyous
timed	leaflet
untie	nonsense
careful	happiness
sickness	handful
remove	poisonous
golden	changeable

STEP VIII - Structural Analysis (Word Structure)

1. Compound words are two words put together to make a new word. Identify the words in the following list:

someone	something	myself
cowboy	birthday	downtown
airplane	into	teapot
upon	sidewalk	snowflake
	campground	

2. Contractions:
Convert the following.

I'm = _____	they'll = _____	will not = _____
We are = _____	don't = _____	can't = _____
it is = _____	he' ll = _____	you are = _____

3. Syllabication/Accent Rules:

1) There are usually as many syllables in a word as there are vowels.
2) When a first consonant is between two vowels, the vowel goes with the first syllable.
3) When there is a double consonant, the syllable break is between the two consonants and one is silent.
4) Each syllable must contain a vowel.
5) Suffixes and prefixes are syllables with meanings of their own.
6) A root word is not divided.
7) If the first vowel is followed by two consonants, the first syllable usually ends with the first consonant.
8) If the first vowel is followed by a single consonant, the consonant usually begins the second syllable.

Divide the following words:

movement	happiness
president	translate
pleasure	perfect
action	many
invade	orange
mental	yellow
little	mountain

STEP IX - Simple Sentences

Objective: Student will learn how to read simple sentences by using punctuation hints and by defining structure of a sentence.
Student will be able to compose simple sentences with 75% accuracy.

A sentence is a complete idea. It usually has a subject, verb and completers.

Activities:

A. Which of the following are sentences? Put a period after the ones that are sentences and put a capital at the beginning of the sentences.

he laughs	she works at the workshop
raining	the dog chasing the girl
bob went to the races	the students are learning to read
i can river raft	
the oak tree	

B. Complete these sentences:

I feel happy when_____

_____

My best friend is_____

My favorite TV program is_____

I like to_____

I work at_____

_____ is my favorite food.

C. Write one sentence about each of the following topics.

friendship:_____.

money:_____.

work:_____.

problems:_____.

wishes:_____.

STEP X - Context Clues

Objective: Student will identify words with the help of surrounding clues.

You can sometimes tell the meaning of a word or know what the word is by the words surrounding it.

For example, The _____ poured down and brought moisture to the dry earth.
The answer could be "rain" or "snow" or anything else that fits appropriately.

Activities:

A. Fill in the blanks.

1. _____ is that?
   That _____ an application.

2. What did you do _____night?
   I _____ to a show.

3. The weather _____ stormy.
   The small _____ was tossed about.

4. Did you go _____ the park yesterday?
   No, I'm going to go _____.

5. The water was a _____ slime.
   The _____ was polluted.

B. When you are looking for a _____, you should fill out an application. Then _____ will be asked to _____in for an interview. You should _____neatly and appropriately _____ an interview.

STEP XI - Dictionary Skills

Student will alphabetize words in lists.
Student will recognize connections between words and their meanings.

Activities:

A. Synonyms * (Match and define)

1)

young	serene	succeed	intelligent
old	youthful	smart	automobile
autumn	cheerful	purple	stone
happy	fall	car	violet
calm	aged	rock	win

2) Find synonyms for the following words:

a. angry
b. start
c. shut
d. gift
e. river
f. ocean
g. road
i. gay
j. job

B. Antonyms ** (Match and define)

1

free	young	rough	noisy	rich	sad
old	enslaved	fat	warm	happy	awake
large	white	cold	skinny	asleep	poor
black	small	quiet	smooth		

2) Think of antonyms for the following words:

a. hard	f. begin
b. full	g. go
c. cry	h. noisy
d. false	i. play
e. open	j. cheap

* Words that have the same meanings.

** Word that means the opposite of another word.

C. Homonyms***(Match and define)

1)

here	die	rap	bore
bare	hear	boar	two
dye	deer	to	wrap
dear	bear	seen	led
		lead	scene

2) Write the homonyms to the following words:

a. sea
b. maid
c. isle
d. one
e. week
f. sew
g. sent
h. I
i. due
j. rode
k. eight

D. Alphabetize

corral	frantic	silver
art	beautiful	rank
duel	grandiose	quarrel

E. Alphabetize

1)

brunch	bundle
beach	branch
beautiful	benefit
boring	bark
burnt	bleach

2)

garnish	dear
guarantee	go
guide	giant
giggle	gargantuan
gone	get
garden	gingham
gorilla	granola

3)

rank	ready
rude	ruffle
run	raunchy
rough	ripe
rain	rumble
ramble	rattle
rag	restless

*** Word that is pronounced the same as another word but has a different meaning.

F. Take the yellow pages and locate some of the following <u>things</u>:

doctors/physicians
restaurants
hotels
department stores
florists
air line companies
banks
automobile dealers
automobile repair

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Additional Activities:

for Reading I and II

I. CRITICAL SURVIVAL VOCABULARY

develop flash cards with words in upper and lower case.

Enter	ENTER
Women	WOMEN
Caution	CAUTION
Come In	COME IN
Up	UP
Stop	STOP
Exit	EXIT
Do not touch	DO NOT TOUCH
No smoking	NO SMOKING
Down	DOWN
Pull for fire	PULL FOR FIRE
Closed	CLOSED
Wear safety glasses	WEAR SAFETY GLASSES
Employee's Only	EMPLOYEE'S ONLY
Danger	DANGER
Keep out	KEEP OUT
Don't walk	DON'T WALK
Walk	WALK
Men	MEN
Open	OPEN
One way	ONE WAY
No admittance	NO ADMITTANCE

II. Grocery List

A. Vegetables and Fruits

Lettuce	____	Potatoes	____	Bananas	____
Tomatoes	____	Zucchini	____	Apples	____
Celery	____	Melons	____	Oranges	____
Carrots	____	Corn	____	Grapefruit	____
Onions	____	Beans	____	Peaches	____

B. Breads and Cereals

Bread	____	Crackers	____
Buns	____		____
Cereal			____
... Hot	____		____
... Cold	____		

C. Milk and Dairy Products

Milk	____	Ice Cream	____
Cheese	____	Yoghurt	____
Eggs	____		

D. Meats, Poultry

Hamburger	____
Steak	____
Roast	____
Chicken	____
Fish	____
Pork Chops	____
	____
	____

E. Toiletries

Toilet Paper	____		
Napkins	____		
Soap	____		
Detergent for dishes		____	
Detergent for clothes		____	

F. Incidentals

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STATE OF COLORADO AFFIRMATIVE ACTION INFORMATION

Federal reporting requirements and rules of the State Personnel Board provide for sex and ethnic identification* of applicants and eligible candidates on lists. Handicapped information is requested for affirmative action purposes. In all instances, information is requested on a voluntary basis and will be kept confidential as provided in Personnel Rules, Regulations and Procedures. Refusal to provide such information will not subject applicant to any adverse treatment.

Name_____ Soc. Sec. #_____
(last) (first) (initial)

Address_____ Tel. #_____
(street) (city) (state) (zip)

Date of Birth:_____ Age:_____

What is the highest school grade you completed? (circle)
1 2 3 4 5 6 7 8 / 9 10 11 12 / 13 14 15 16 / 17 18 19

_____
Major/degree if any and date

Check: Veteran: 5 point____; 10 point____; Handicapped____; Type of handicap_____

*Check the appropriate category below:

MALE	FEMALE
_____B White (Not of Hispanic Origin) Includes persons having origins in any of the original peoples of Europe, North Africa or the Middle East.	_____G White
_____C Black/Negro (Not of Hispanic Origin) Includes all persons having origin in any of the black racial groups of Africa with the exception of those persons of Hispanic origin.	_____H Black/Negro
_____D Hispanic Includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.	_____I Hispanic
_____E Asian or Pacific Islander Includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent.	_____J Asian or Pacific Islander
_____F American Indian or Alaskan Native Includes only those persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.	_____K American Indian or Alaskan Native

SAMPLE

I do not wish to provide the above information:_____
Title of (Signature)
Job applying for:_____Today's Date_____
Please write here: How and Where you found out about this examination:

_____

EX-10-N Rev. 7/77

III. Job Applications

STATE OF COLORADO

DEPARTMENT OF PERSONNEL

DENVER OFFICE
STATE SERVICES BUILDING
1525 SHERMAN STREET
DENVER, COLORADO 80203
892-2431

PUEBLO OFFICE
COLORADO STATE HOSPITAL GROUNDS
PUEBLO, COLORADO 81003
543-1170, EXT. 2215

APPLICATION FOR

OPEN COMPETITIVE EXAMINATION

IMPORTANT

READ CAREFULLY BEFORE FILLING OUT YOUR APPLICATION

This application may be used to apply only for announced examinations. Use a separate application for each job title, unless the announcement specifies that one application may be used for a series of related job titles. If you wish to apply for more than one job, and the jobs are unrelated, submit an application for each title. Reproduced copies of applications will be accepted, but they must be individually titled and signed.

Study the minimum qualifications listed in the examination announcement. If you believe that you meet these qualifications, complete this application using a typewriter or black ink. Answer all questions applicable to the job for which you are applying. Be thorough. **Your answers determine whether you will be admitted to the examination, and evaluation of your statements may count as a part of the examination.**

Your completed application, together with any additional information specified in the examination announcement, must be received by the closing date at the location specified in the announcement. Incomplete, undated, or unsigned applications cannot be processed.

Receipt of your application will not be acknowledged. If you are not accepted for examination, you will be notified. If accepted, you will be notified of the time and place of examination if a written, oral or performance test is required.

Notify the Department of Personnel of any change in your name or address, or of any change in your availability.

SAMPLE

HAVE YOU APPLIED FOR EMPLOYMENT WITH THE STATE OF COLORADO PREVIOUSLY? IF "YES", GIVE.....	YES	NO

TITLE OF JOB — APPROXIMATE DATE OF APPLICATION

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE STATE OF COLORADO? IF "YES", GIVE.....	YES	NO

DEPARTMENT IN WHICH EMPLOYED — APPROXIMATE DATE YOU LEFT

IF YOU HAVE APPLIED OR WORKED UNDER ANOTHER NAME, GIVE THAT NAME:

VETERANS PREFERENCE UNDER PROVISIONS OF THE STATE CONSTITUTION, VETERANS PREFERENCE APPLIES ONLY TO OPEN COMPETITIVE EXAMINATIONS.

APPLICANTS WHO ARE NOT STATE EMPLOYEES AND WHO ARE HONORABLY DISCHARGED VETERANS WITH ACTIVE DUTY IN THE U.S. ARMED FORCES IN WAR TIME, DECLARED OR UNDECLARED, OR IN A CAMPAIGN FOR WHICH A CAMPAIGN BADGE WAS AWARDED, AND UNREMARRIED WIDOWS OF SUCH VETERANS, ARE ENTITLED TO HAVE 5 POINTS ADDED TO THEIR FINAL PASSING SCORES. SUCH VETERANS WHO ARE RECEIVING MONETARY COMPENSATION OR DISABILITY RETIREMENT BENEFITS FOR A DISABILITY INCURRED ON ACTIVE DUTY DURING SUCH PERIOD ARE ENTITLED TO AN ADDITIONAL 5 POINTS.

A CLASSIFIED STATE EMPLOYEE WHO HAS NOT RECEIVED POINTS ON AN EXAMINATION FROM WHICH HE WAS APPOINTED OR PROMOTED IS ENTITLED TO RECEIVE POINTS ON ANY OPEN-COMPETITIVE TEST HE PASSES, UNTIL HE IS APPOINTED FROM AN OPEN-COMPETITIVE ELIGIBLE LIST ON WHICH HE CLAIMED POINTS.

IF YOU ARE ELIGIBLE AND HAVE NOT ALREADY SUBMITTED PROOF, SUBMIT FORM DD214 OR OTHER PROOF OF SERVICE AND PROOF OF DISABILITY WITH THIS APPLICATION TO INSURE THAT POINTS ARE ADDED WHEN THE ELIGIBLE LIST IS ESTABLISHED. WIDOWS MUST SUBMIT PROOF OF VETERAN'S SERVICE, MARRIAGE CERTIFICATE AND DEATH CERTIFICATES OF THE VETERAN.

IF YOU SERVED ON ACTIVE DUTY IN THE U.S. MILITARY COMPLETE THE FOLLOWING:

DATES FROM	DATES TO	BRANCH	SERIAL NUMBER		YES	NO
				WERE YOU DISCHARGED FROM SERVICE UNDER HONORABLE CONTITIONS?		
				DO YOU CLAIM 5-POINT PREFERENCE?		
				DO YOU CLAIM 10-POINT PREFERENCE?		
				CAMPAIGN BADGES HELD:		

AVAILABILITY INFORMATION -- SEE THE ANNOUNCEMENT FOR THE LOCATIONS OF THE JOB YOU ARE APPLYING FOR AND PLACE AN X IN FRONT OF THOSE LOCATIONS WHERE YOU WILL ACCEPT EMPLOYMENT. **YOU ARE CONSIDERED FOR JOBS ONLY IN THE LOCALITIES YOU SELECT.** BEAR IN MIND THAT YOU MAY BE EXPECTED TO LIVE WITHIN A REASONABLE COMMUTING DISTANCE OF YOUR CHOICE OF LOCATION. **DO NOT SAY YOU WILL ACCEPT A JOB IN A CERTAIN AREA UNLESS YOU ARE ACTUALLY WILLING TO GO THERE TO WORK.** YOU WILL BE REMOVED FROM THE ELIGIBLE LIST IF YOU REFUSE A JOB LOCATED IN AN AREA WHERE YOU CHECKED YOU WOULD ACCEPT EMPLOYMENT.

WESTERN SLOPE

___ ALMONT (1)
___ ARBOLES (5)
___ ASPEN (9)
___ BRECKENRIDGE (13)
___ CARBONDALE (17)
___ CEDAREDGE (21)
___ CORTEZ (25)
___ CRAIG (29)
___ DELTA (21)
___ DINOSAUR (33)
___ DOVE CREEK (37)
___ DURANGO (41)
___ EAGLE (45)
___ GLENWOOD SPRINGS (17)
___ GRAND JUNCTION (49)
___ GREEN MTN. RESERVOIR (53)
___ GUNNISON (1)
___ HOT SULPHUR SPRINGS (53)
___ KREMMLING (92)
___ LAKE CITY (57)
___ MEEKER (61)
___ MONTROSE (65)
___ OURAY (69)
___ PAGOSA SPRINGS (5)
___ PITKIN (1)
___ RIFLE (73)
___ SILVERTON (77)
___ STEAMBOAT SPRINGS (81)
___ TELLURIDE (83)
___ YAMPA (85)

NORTHCENTRAL & EASTERN

___ AKRON (2)
___ BURLINGTON (6)
___ CENTRAL CITY (10)
___ DRAKE (14)
___ ESTES PARK (18)
___ FORT COLLINS (22)
___ FORT MORGAN (26)
___ GEORGETOWN (30)
___ GREELEY (34)
___ HOLYOKE (38)
___ HUGO (42)
___ IDAHO SPRINGS (46)
___ IDALIA (50)
___ JULESBURG (54)
___ KIOWA (58)
___ LIMON (62)
___ LONGMONT (67)
___ LOVELAND (14)
___ RAMAH (62)
___ STERLING (66)
___ STONEHAM (70)
___ WALDEN (74)
___ WRAY (78)

SOUTH CENTRAL & EASTERN

___ ALAMOSA (3)
___ BUENA VISTA (7)
___ CANON CITY (11)
___ CHEYENNE WELLS (15)
___ COLORADO SPRINGS (19)
___ CONEJOS (23)
___ CREEDE (27)
___ CRIPPLE CREEK (31)
___ DEL NORTE (35)
___ EADS (39)
___ FAIRPLAY (43)
___ FORT GARLAND (3)
___ LA JARA (3)
___ LA JUNTA (47)
___ LAMAR (51)
___ LAS ANIMAS (55)
___ LATHROP PARK (59)
___ LEADVILLE (63)
___ MONTE VISTA (69)
___ MONUMENT (71)
___ ORDWAY (75)
___ PUEBLO (79)
___ ROCKY FORD (47)
___ SAGUACHE (82)
___ SALIDA (84)
___ SAN LUIS (86)
___ SPRINGFIELD (87)
___ TRINIDAD (88)
___ WALSENBURG (59)
___ WESTCLIFFE (89)

SAMPLE

METRO–DENVER AREA

SUBURBAN AREAS

___ ARVADA (4)
___ AURORA (8)
___ BOULDER (12)
___ BRIGHTON (16)
___ BROOMFIELD (20)
___ CASTLE ROCK (24)
___ CHERRY CREEK RESERVOIR (8)
___ COMMERCE CITY (28)
___ ENGLEWOOD (32)
___ GOLDEN (36)
___ GOLDEN GATE PARK (40)
___ LITTLETON (44)
___ NORTHGLENN (90)
___ THORNTON (48)
___ WHEATRIDGE (52)
___ YOUTH SERVICES - Mt. View (91)
3900 South Carr

DENVER AREA

___ DOWNTOWN (56) Capitol Hill, Metro State & Denver C.C.
___ EAST DENVER (60) Health Department
___ SOUTH CENTRAL (64) Former Youth Center
___ SOUTH EAST (68) Hwy. Div. & Patrol; Surpl. Prop.
___ SOUTH WEST (72) Ft. Logan MHC
___ NORTH CENTRAL (76) Den. CC-No. Campus, Divs. Wildlife & Parks
___ WEST DENVER (80) Den. CC-Red Rocks Campus

WHAT IS THE EARLIEST DATE YOU WILL BE AVAILABLE TO BEGIN WORK? _____

WILL YOU ACCEPT	YES	NO		YES	NO	LOWEST PAY YOU WILL ACCEPT	ARE YOU WILLING TO TRAVEL?
TEMPORARY WORK			SHIFT WORK			$ PER	___NO ___SOME ___OFTEN
LESS THAN FULL TIME WORK			NIGHT WORK				

SPACE FOR DETAILED ANSWERS, INDICATE ITEM NUMBERS TO WHICH ANSWERS APPLY.

ITEM NO.	

COLORADO STATE GOVERNMENT

APPLICATION FOR OPEN COMPETITIVE EXAMINATION

PRINT THIS INFORMATION		DO NOT WRITE IN SPACE OUTLINED				
1A POSITION TITLE (JOB FOR WHICH YOU ARE APPLYING)	1B OPTION	OK	R	?	REASON	TECH.

2 NAME - Last, First, Middle initial, Maiden or Previous ___MR. ___MS.	APPT: DEPT.			DATE
3 NO. AND STREET, R.D., OR POST OFFICE BOX NUMBER	TEST	R.S.	C.S.	W	W.S.
	T & E				
	WRITTEN				
4 CITY STATE ZIP CODE	PERF.—				
	PERF.—				
	ORAL				
5 TELEPHONE (Area Code & No.) HOME BUSINESS					
6 DATE RESIDENCE IN COLO. BEGAN	EARNED SCORE				
	VETS. PREF.				
	FINAL SCORE				
	RANK				

7 BIRTH DATE & AGE				8 HEIGHT		9 WEIGHT	10 SOCIAL SECURITY NO.
MONTH	DAY	YEAR	AGE	FT.	IN.		

11A EDUCATION (CIRCLE LAST GRADE COMPLETED) 6 7 8 / 9 10 11 12 / 13 14 15 16 / 17 18

11B NAME AND LOCATION (City & State) OF LAST HIGH SCHOOL ATTENDED | DATES ATTENDED FROM | TO | GED CERTIFICATE # _____ ISSUED BY _____ DATE

11C NAME & LOCATION OF COLLEGE OR UNIVERSITY (If you expect to earn a degree in next 3 months, give time you expect degree & circle.)	DATES FROM	TO	CREDITS COMPLETED SEM. HRS.	QTR. HRS.	MAJOR	MINOR	TYPE OF DEGREE	MO. & YR. OF DEGREE

11D OTHER SCHOOLS OR TRAINING (TRADE, VOCATIONAL, ARMED FORCES, OR BUSINESS). GIVE NAME AND LOCATION OF EACH SCHOOL, DATES ATTENDED, SUBJECTS STUDIED, CERTIFICATES, AND ANY OTHER PERTINENT DATA.

12 SPECIAL QUALIFICATIONS AND SKILLS (LICENSES; SKILLS WITH MACHINES; PATENTS OR INVENTIONS; PUBLICATIONS; PUBLIC SPEAKING; PROFESSIONAL OR SCIENTIFIC SOCIETIES; TYPING OR SHORTHAND SPEED; HONORS, AWARDS AND FELLOWSHIPS; FOREIGN LANGUAGES, ETC.)

13 LIST ANY RELATED VOLUNTEER WORK EXPERIENCE

ANSWER ITEMS 14 THROUGH 17 BY PLACING AN X IN PROPER COLUMNS. IF YOU ANSWER "YES" TO ANY OF THESE QUESTIONS, GIVE DETAILS ABOVE IN SPACE FOR DETAILED ANSWERS.

	YES	NO
14 A DO YOU HAVE A CURRENT DRIVER'S LICENSE? (GIVE NUMBER AND TYPE)		
B HAS YOUR LICENSE EVER BEEN SUSPENDED OR REVOKED? (IF "YES", GIVE DATES AND STATE REASONS)		
C LIST TRAFFIC VIOLATIONS OTHER THAN PARKING TICKETS.		
15 A HAVE YOU BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW OR ARE YOU UNDER CHARGES FOR ANY OFFENCE AGAINST THE LAW? (Omit traffic violations and offenses adjudicated in juvenile court or under a youth offender law)		
B WHILE IN THE MILITARY SERVICE WERE YOU EVER CONVICTED BY COURT MARTIAL?		
16 DO YOU HAVE ANY DISEASES OR DISABILITIES SUCH AS HEART DISEASE, A NERVOUS DISORDER, EPILEPSY, TUBERCULOSIS, DIABETES, A HEARING DEFECT OR OTHER HEALTH CONDITION WHICH MIGHT AFFECT YOUR PERFORMANCE IN THIS KIND OF WORK?		
17 IN THE LAST FIVE YEARS		
A HAVE YOU HAD ANY HEALTH CONDITION WHICH REQUIRED YOU TO BE IN A HOSPITAL OR INSTITUTION, OR TO BE OFF WORK MORE THAN 10 CONSECUTIVE DAYS, OR TO BE UNDER CONTINUING TREATMENT?		
B HAVE YOU HAD ANY TROUBLE WITH AN EMPLOYER BECAUSE OF DRINKING ALCOHOL OR USING DRUGS ON OR OFF THE JOB?		
C HAVE YOU BEEN FIRED OR FORCED TO RESIGN FROM ANY JOB FOR ANY REASON?		

SAMPLE

18 EXPERIENCE. MAY WE CONTACT YOUR PRESENT EMPLOYER REGARDING YOUR WORK & EMPLOYMENT? YES NO

START WITH YOUR PRESENT OR LAST JOB AND WORK BACK. IF YOU HELD DIFFERENT JOBS WHILE WITH ONE EMPLOYER SHOW EACH JOB **SEPARATELY**. IF MORE SPACE IS NEEDED, ATTACH ANOTHER PAGE SET UP IN THE SAME MANNER.

PRESENT OR LAST EMPLOYER _____ TEL. NO. _____

COMPLETE ADDRESS _____

YOUR TITLE _____

DUTIES:

SAMPLE

REASON FOR LEAVING OR SEEKING EMPLOYMENT:

EMPLOYED
FROM _____
TO _____
LAST PAY PER _____
$ _____
HRS. PER WEEK _____
SUPERVISOR'S NAME

NO. & KIND OF EMPLOYEES YOU SUPERVISED:

EMPLOYER _____ TEL. NO. _____

COMPLETE ADDRESS _____

YOUR TITLE _____

DUTIES:

REASON FOR LEAVING:

EMPLOYED
FROM _____
TO _____
LAST PAY PER _____
$ _____
HRS. PER WEEK _____
SUPERVISOR'S NAME

NO. & KIND OF EMPLOYEES YOU SUPERVISED:

EMPLOYER _____ TEL. NO. _____

COMPLETE ADDRESS _____

YOUR TITLE _____

DUTIES:

REASON FOR LEAVING:

EMPLOYED
FROM _____
TO _____
LAST PAY PER _____
$ _____
HRS. PER WEEK _____
SUPERVISOR'S NAME

NO. & KIND OF EMPLOYEES YOU SUPERVISED:

EMPLOYER _____ TEL. NO. _____

COMPLETE ADDRESS _____

YOUR TITLE _____

DUTIES:

REASON FOR LEAVING:

EMPLOYED
FROM _____
TO _____
LAST PAY PER _____
$ _____
HRS. PER WEEK _____
SUPERVISOR'S NAME

NO. & KIND OF EMPLOYEES YOU SUPERVISED:

---

19 HOW DID YOU LEARN OF THIS EXAMINATION?

20 REFERENCES. LIST THREE PERSONS WHO ARE NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE OF YOUR QUALIFICATIONS AND FITNESS FOR THE POSITION FOR WHICH YOU ARE APPLYING. DO NOT REPEAT NAMES OF SUPERVISORS LISTED UNDER ITEM 18 EXPERIENCE

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, street, city, state, zip)	BUSINESS OR OCCUPATION

CERTIFICATION

I CERTIFY THAT ALL OF THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

(SIGN IN INK)

33

SIGNATURE _____

DATE _____

IV. Reading and Writing of Resumes

Name _____ Birthdate_____

Address _____

_____

_____

Phone #

Education

_____

_____

_____

_____

Employment history

_____

_____

_____

_____

V. Correct Punctuation

A. Use short selections without punctuation. Punctuate material properly.

B. Use a GED preparation manual. Find the section on punctuation. Do the exercises.

VI. Writing of Letters

A. Write a business letter.

B. Write a personal letter.

VII. Make Complete Sentences

Descriptor	Subject	Verb	Completer
Examples:			
The mysterious	letter	brought	good news.
An old	woman	was teaching	the child.

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